



POST OF PORT MANAGER

The Board of the **Anguilla Air and Sea Ports Authority (AASPA)** wishes to inform the general public of a job vacancy within the AASPA.

Applications are invited from suitably qualified persons for filling one (1) vacant post of **Port Manager** in the Seaports Division of the Anguilla Air and Sea Ports Authority.

Scope:

The Ports Manager has the job which is charged with the responsibility for creating and maintaining a highly professional environment wherein all staff and persons having business with his/her assigned port(s) are fully satisfied and where all regulations and ordinances are adhered to in order to achieve the goals of the institution.

Duties to include:

- Manage all port operations at assigned ports – Cargo and Passengers.
- Ensure the proper use of the port facilities and the efficient and effective operation of the port.
- Establish and maintain an effective working relationship with port users, vessel owners and operators, other government agencies, the general public, and the surrounding local community.
- Regulate taxi operations and other vehicles operating for hire at the port.
- Regulate vehicular traffic and use of motor vehicles at the port.
- Prepare daily and weekly ferry schedules for ferry boats traveling between St. Martin and Anguilla and St. Maarten and Anguilla.
- Regulate the entering, berthing, mooring and clearing of vessels at the port and ensure efficient use of port facilities.
- Regulate and ensure the efficient use of the piers, quays, and wharves, utilities, cargo handling and storage areas, passenger terminals, and other port areas including the fueling and servicing of vessels at the port and manage the use of rented areas.
- Regulate the speed of vessels entering, leaving and using the channel/harbour.
- Recommend changes in seaport operational rules, policies, procedures and regulations to correct deficiencies and improve efficiency.
- Implement and forecast upgrading of all port operations.
- Report to Chief Executive Officer on safety and other deficiencies of all passenger and cargo vessels using any port.
- Manage all subordinate port staff, maintain regular communication with employees to

reinforce vision, goals, expectations, changes, etc

- Conduct operational inspections and ensure the upkeep and maintenance of the entire port facilities, buildings, grounds and piers including, port cargo terminal areas, passenger terminal areas, storage areas and other seaport operations.
- Ensure the adherence to port rules and regulations for tariffs, leases and concessions.
- Ensure that safety regulations and procedures are followed by all port users.
- Ensure the collection of all pertinent fees, dues, fines, levies.
- Ensure that all Standard Operating Procedures of the port are enforced and adhered to by management and staff.
- Perform any of the related duties as required by the job function.

The incumbent must possess the following knowledge and qualifications:

Knowledge and Experience

- A broad knowledge and understanding of the operations, rules, ordinances, and regulations governing seaports, management ability and interpretative judgment.
- Thorough knowledge of maritime rules, regulations and traffic procedures.
- Thorough knowledge of the provisions of various tariffs, lease and concession agreements at the seaport.
- Considerable knowledge of the management and commercial use of dock areas and warehouse facilities, and passenger terminals.
- Knowledge of the principle and practices of port administration.
- Possess good verbal and written communication skills with clear and demonstrable ability to use the English Language.
- The individual must be honest, reliable and must have strong interpersonal skills
- Be computer literate with proficiency in Microsoft Office Suite.
- Ability to establish and maintain effective working relations with port tenants, users, subordinates, supervisors, officials of other government agencies and the public.
- Ability to analyze seaport operational activities and make effective recommendations for correction of deficiencies and improvement in efficiency.
- Ability to enforce seaport rules, regulations and procedures firmly and impartially.
- Further, the incumbent must have:
 - Leadership and coaching skills.
 - Strategic management skills.
 - Decision making and problem-solving skills.
 - Negotiation skills
 - Presentation, analytical and writing skills.
 - Advanced computer skills,

Qualifications

- These knowledge's, skills and abilities are normally obtained in the process of acquisition of a University degree and additional qualification in Port Management
- 3 – 5 years' experience in a similar or related job.

All completed application forms must be submitted to:

The Human Resource Manager
Anguilla Air and Sea Ports Authority
Fairplay Commercial Complex
P.O. Box 1382
The Valley,
Anguilla

The closing date for all applications is 13th December 2023 at 4:00pm